

SOME PRINCIPAL RECORDS ADMINISTRATION ACTIVITIES DURING MAY 1962

<u>TITLE OF ASSIGNMENT</u>	<u>ASSIGNED TO</u>	<u>STATUS AND RESULTS</u>
1. Vital Records Work Shops	12	Conducted 3 Work Shops - attendance 89. Two (2) additional ones scheduled for 20 June and 12 July 1962
2. Shelf File - TSD/DDP	12	Completed. Will release 27 file cabinets and provide an additional 25% filing capacity in same space.
3. Records Disposition Survey/IG	8-12	Retired 11 cu. ft. of records to the Center; released 2 safes. Established new files. Preparing new Records Control Schedule.
4. Records Disposition, ADP	8-12	Retired 5 cu. ft. of records to the Center.
5. Survey of Agency Courier System	GS-12	Completed fact finding phase of survey. Preparing report.
6. Review of 7 requests for Non-Standard Filing Equipment	12 GS-12	Approved 5 requisitions. Disapproved 2 requisitions for equipment costing \$3500.
7. Requests for New and Revised Forms	GS-12 GS-11	Completed review and/or design of 18 new forms and 14 existing forms. Eliminated 13 existing forms.
8. Survey of Case Processing Forms in Office of Security	GS-11	Completed fact finding phases of survey. Preparing report.

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<u>TITLE OF ASSIGNMENT</u>	<u>ASSIGNED TO</u>	<u>STATUS AND RESULTS</u>
9. Filing and Disposition Standards for Records of CS Support Staffs	<input type="text"/> GS-13	Prepared and sent to SSA/DDS Guide for the Uniform Filing and disposition of records of CS Support Staffs as requested on 20 March 1962 by SSA/DDS.
10. Operation of Agency Records Center and Vital Records Repository	<input type="text"/> GS-13	Center received 973 cu. ft. of records; disposed of 608 cu. ft. of records and furnished 40736 references to Agency offices from records stored at the Center. The Center had on hand <input type="text"/> about 75% of its capacity.

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During the month, various Staff members attended appropriate Conferences such as the Inter-Agency Management Analyst Conference and the Inter-Agency Records Administration Conference. In addition, I attended the Federal Records Management Officers Conference sponsored by GSA at the Washingtonian Hotel, Cattharsburg, Maryland, April 30 - 4 May 1962, and the Annual Conference Association of Records Executives and Administrators at the Waldorf Astoria Hotel in New York City on May 7-8, 1962.

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REPORTS -1

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM UNCLASSIFIED <input checked="" type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	[Redacted]		
2	7D-24, Headquarters		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE <input checked="" type="checkbox"/>		INFORMATION	SIGNATURE

Remarks:

Bob:

In accordance with our conversation recently about giving you and Col. White a picture of what we are doing, I have prepared the attached as a trial to see if this is helpful. May I have your ideas.

FOLD HERE		RETURN TO SENDER
FROM: NAME ADDRESS	PHONE NO.	DATE
604 - 1016 16th St.	Records Admin. Officer	7/11/62

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